



Title Researcher

Department: Real Estate Assessments

EEO Code: 25

Class Code: 1512

FLSA: N

Effective: 01/07/1991

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of moderate difficulty processing all real estate and ownership instruments recorded in the County; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

(illustrative only)

Processes all deeds and deed receipts recorded and issued in the Circuit Court;
Researches, verifies and processes documents concerning the legal aspects of real estate ownership;
Assists the public with matters concerning the legal aspects of real property and real estate ownership;
Trains and provides work direction for other title investigation staff;
Assists staff with real estate transfers involving splits/subdivisions;
Researches legal transactions concerning real property;
Maintains all real estate ownership and legal descriptions on the master file of the departments' automated system (CALIAS);
Prepares reports;
Performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of methods, principles and practices of title research and examination; of title recording procedures and technical terminology of title investigation; of processing legal documents related to real estate. Good knowledge of the geographic of the County and the use of the County's property I.D. maps. Good skill in maintaining accurate records; in understanding and following oral and written instructions.

MINIMUM EDUCATION AND EXPERIENCE:

Core curriculum for a high school diploma and two (2) years experience in title research; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

Valid Virginia driver's license required.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
